



Human Resources

DATE POSTED: January 07, 2005

REQ. # 05-003

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 01-07-05 TO 01-13-05.

DEPARTMENT/DIVISION
GROWTH MANAGEMENT - MPO
POSITION AVAILABLE
PLANNING TECHNICIAN
OF OPENINGS
1
STARTING SALARY
\$12.13 / hour
COMMENTS
This position will be in the Metropolitan Planning Organization Division of Growth Management
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 648MPO
PAY GRADE 13
SALARY : \$12.13 - \$18.49
PLANNING TECHNICIAN

MAJOR FUNCTION: Para-professional planning position in the Metropolitan Planning Organization (MPO) division of the Growth Management Department. Work includes coordination of all public meetings and hearings, planning research as directed, development and maintenance of the planning portion of the computer permitting system, and on-line project information system, and other duties as may be assigned. Work involves considerable initiative and independent performance and may require night meetings. The incumbent is responsible to and serves under the Planning Manager.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Current local planning and zoning trends; Comprehensive Plan and Land Development Code issues; Department computer permitting system; Division process for various approvals.

Abilities: Ability to organize and track multiple schedules and events. Ability to collect, analyze and interpret data. Ability to establish and maintain a satisfactory working relationship with employees, government officials, and the general public. Ability to present information, ideas, and recommendations clearly and succinctly in written and oral form.

ESSENTIAL JOB FUNCTION: Tracking and coordination of all public meetings and hearings including advertisements, location and assignment of personnel. Coordination, development and maintenance of the planning function of the permitting software used by the department. Collection and analysis of planning data as assigned. Secretarial duties to various boards and commissions as required. Secretarial duties within the division. Other duties as may be assigned by the Planning Manager.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision and far vision and good hearing. Periodic walking and standing. Occasional light lifting and carrying (30 pounds or less), reaching above shoulders, kneeling, bending and squatting.

ENVIRONMENTAL CONDITION REQUIREMENT: Nearly constant work inside the office in a sedentary posture. Periodic attendance at meetings inside and outside the County office buildings. Occasional field trips to unimproved and improved development sites, agricultural areas and wilderness areas.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work. Occasional field visits to underdeveloped areas, agricultural areas and areas under development, with attendant hazards.

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma supplemented by courses in planning issues, business practices, and secretarial skills.

EXPERIENCE: Considerable experience in planning issues through dealings with various boards, the public and planning staff.

LICENSE, CERTIFICATION OR REGISTRATION: Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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